

OCCUPATIONAL LICENSE RENEWAL COMPUTATION SHEET

Last Name	First Name	Middle/Maiden
Social Security Number	Reference Number	Date of Birth

* Point Scale

Activities (except for coursework) Participant - 1 hour = 1 point Leader/Presenter - 1 hour = 3 points	* Coursework Participant - 1semester hour = 15 points 1 CEU = 10 points Leader/Presenter - 1semester hour = 45 points 1 CEU = 30 points <small>* If you completed coursework which is listed below, an official transcript from an accredited college or university must be attached to this form. If you TAUGHT the coursework, a transcript is not required.</small>
---	--

*Please refer to the renewal options

Option #	Activity	Date(s) Conducted		Points Earned
		From	To	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Grand Total _____

Complete Part I and II

Part 1 TO BE COMPLETED BY APPLICANT AND PERSON RESPONSIBLE FOR LOCAL EVALUATION

(Applicant and Evaluator must check appropriate lines)Application will not be processed if not completed.

Applicant	Evaluator	
_____	_____	The above activities were completed during the period I supervised the applicant,
_____	_____	The activities were not part of the state funded inservice days and were not conducted during days and/or hours for which the educator was already being paid by the local education agency, and
_____	_____	I maintain a file which contains supporting documentation of the above activities.

_____ Signature of Applicant	_____ School and School System	_____ Date
---------------------------------	-----------------------------------	---------------

Part II TO BE COMPLETED BY APPLICANT (If unemployed during period the activities were completed)

I was not employed in a public school or a state approved private school during the period in which the above renewal activities were conducted.
 I have attached supporting documentation. (No more than two pages per activity will be accepted.)

Signature of Applicant _____ Date _____